



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 04-05-045	OPENING DATE: 05-06-04	OPEN UNTIL FILLED	OPEN TO ALL CANDIDATES
POSITION: Deputy Clerk JS 945-06	TYPE OF APPOINTMENT: Career Service	SALARY:\$30,762 - \$39,996 DC Courts non-judicial employees receive federal retirement and benefits.	
DIVISION: Courtwide	LOCATION:500 Indiana Ave., NW	Tour of Duty: Full-time	

This position has promotion potential to grade JS-08.

ROSTER PROCESS: THIS ANNOUNCEMENT WILL CREATE A ROSTER FOR ALL SUPERIOR COURT DEPUTY CLERK I VACANCIES.

BRIEF DESCRIPTION OF DUTIES: The Deputy Clerk works in operational divisions of the District of Columbia Courts providing secure administrative and clerical support as assigned, and providing effective customer-service to the public, judicial officers, attorneys or staff. Duties include some or all of the following:

- Assist general public, attorneys, judicial officers or staff;
- Review and process documents or orders;
- Complete forms;
- Provide or receive information;
- Enter or retrieve data using automated databases or manual logs;
- Schedule calendars, appointments, juries or services;
- Collect or compile statistical data;
- Administer oaths or affirmations;
- Type correspondence, reports or other documents;
- File jackets or case documents.

MINIMUM QUALIFICATIONS: High-school diploma or GED, plus two (2) years of clerical or administrative experience. Further education or relevant training may substitute for experience. Please submit a copy of your most recent performance evaluation with your application; or for education credit, submit a copy of your transcript or diploma. Bilingual candidates are encouraged to apply.

SELECTION PROCESS: Testing will be required of qualified candidates in keyboarding (40 WPM corrected for errors), language arts (grammar, punctuation, and spelling) and records management (alpha and numeric filing). An interview will be required of the highest qualified candidates. Selecting officials will conduct reference checks and may consider corrective action files and performance appraisals before making final selections.

Submit Court Application to:

District of Columbia Courts, Human Resources Division, 515 5th St., NW, #213, Washington, DC 20001

For further information, call (202) 879-0496 or visit our website at www.dccjobs.gov

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.